



INVITATION TO BID NO: 10-X-2215989

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 010022  
DEPARTMENT OF FINANCE  
AGENCY REQ. NO. : 1034039RA  
T-NUMBER : T214  
DATE ISSUED : 01/04/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1434067  
BUYER NAME : RAY BRESSLER

FOR: ELEVATOR MAINTENANCE

BUYER PHONE NO. : (334) 242-4670-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 01/20/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 01/21/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

#### ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

#### PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

#### SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

#### INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

#### BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

#### FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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AWARD:

AWARD WILL BE BY INDIVIDUAL ITEM, OR GROUPS OF ITEMS (IF INDICATED)  
TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CERTIFICATION OF INSPECTION:

THIS STATEMENT CERTIFIES THE VENDOR HAS INSPECTED THE FACILITY/AREA  
LISTED HEREIN AND IS AWARE OF ALL REQUIREMENTS, TERMS AND CONDITIONS  
OUTLINED. TO VALIDATE THIS CERTIFICATION, THE VENDOR AND AGENCY  
MANAGEMENT (DIRECTOR, MANAGER, SUPERVISOR ETC) MUST SIGN BELOW. THIS  
SIGNED STATEMENT MUST BE RETURNED WITH THE BID, OR THE BID WILL BE  
REJECTED.

VENDOR'S SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

AGENCY'S SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

TITLE:\_\_\_\_\_

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN  
PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR  
RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE  
BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH  
\$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT  
PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE  
AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH  
THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL  
LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN  
ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFCATE HOLDER.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND,  
THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS  
AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD,  
IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST,  
SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE  
EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO  
LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH  
PERIOD.

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\*\*\*\*\* SPECIFICATIONS 910J01 \*\*\*\*\*  
ELEVATOR/ESCALATOR MAINTENANCE

QUALIFICATION OF VENDOR

MAINTENANCE OF THE VERTICAL TRANSPORTATION EQUIPMENT (ELEVATORS/ESCALATORS, ETC.) IS VITAL TO THE SAFE AND EFFICIENT OPERATION OF THE STATE BUILDINGS INVOLVED AND TO THE SATISFACTORY DAILY FUNCTIONING OF ALL INDIVIDUALS UTILIZING THESE BUILDINGS.

MAINTENANCE ALSO INCLUDES THE FUNCTIONING OF THE ELEVATORS IN ACCORDANCE WITH THOSE LEVELS OF SAFETY, SPEED, EFFICIENCY, PERFORMANCE SMOOTHNESS AND QUIETNESS OF OPERATION WHICH WERE ESTABLISHED BY ORIGINAL DESIGN.

IT IS IMPERATIVE THE VENDOR BE FULLY QUALIFIED TO PERFORM THE PREVENTIVE MAINTENANCE OF SUCH A LARGE QUANTITY OF VARIED EQUIPMENT. VENDORS MUST BE ABLE TO DEMONSTRATE THAT THEY POSSESS THE EXPERIENCE, SKILLS, FINANCIAL STRENGTH, REPUTATION AND RECORD OF SUCCESSFUL EXECUTION OF SIMILAR AGREEMENTS, OF SIMILAR SIZE AND SCOPE, FOR A SIMILAR TIME PERIOD. TO ASSIST THE STATE OF ALABAMA IN MAKING SUCH DETERMINATION OF QUALIFICATIONS AS IT DEEMS NECESSARY, VENDORS MUST (UNLESS OTHERWISE INDICATED) SUBMIT WITH THEIR BID THE FOLLOWING:

- A. STATEMENT AS TO THE TOTAL NUMBER OF GEARED ELEVATORS, GEARLESS ELEVATORS, HYDRAULIC ELEVATORS AND ESCALATORS MAINTAINED BY ITS LOCAL OFFICE WHICH WILL HAVE JURISDICTION FOR THE AGREEMENT.
- B. STATEMENT THAT THE VENDOR HAS SUCCESSFULLY MAINTAINED, UNDER FULL PREVENTIVE MAINTENANCE, FROM THE LOCAL OFFICE, ELEVATORS OF SIMILAR KIND AND COMPLEXITY. INCLUDE THE NUMBER OF ELEVATORS AND/OR ESCALATORS MAINTAINED AT THE END OF EACH YEAR FROM THE LOCAL OFFICE AND ANY ADDITIONAL INFORMATION WHICH WILL HELP THE STATE IN EVALUATING THE VENDOR'S STABILITY, RESOURCES, AND SCOPE OF EXPERIENCE.
- C. VENDOR MUST, IF REQUESTED SUBSEQUENT TO THE RECEIPT OF BIDS, FURNISH A LIST OF ALL MAINTENANCE CONTRACTS IN EFFECT AS OF JANUARY 1 OF THIS YEAR. THE LIST IS TO INCLUDE COMPANY, ADDRESS, TELEPHONE NUMBER AND CONTACT NAME. THE STATE OF ALABAMA WILL HAVE PERMISSION TO INSPECT THE QUALITY OF MAINTENANCE BEING PERFORMED AT THE VENDOR'S CURRENT CUSTOMER'S SITES.
- D. LIABILITY INSURANCE/PERFORMANCE BOND:

LIABILITY INSURANCE:

BIDDERS MUST HAVE INSURANCE IN THE FOLLOWING AMOUNTS. INSURANCE CERTIFICATES SHOULD BE PROVIDED WITH THE BID. FAILURE TO DO SO WILL DELAY EVALUATION AND AWARD. THE AWARDED VENDOR(S) MUST SUBMIT INSURANCE CERTIFICATE(S) SHOWING THE STATE OF ALABAMA, DEPARTMENT OF FINANCE, DIVISION OF PURCHASING, P.O. BOX 302620, MONTGOMERY, AL 36130-2620 AS THE CERTIFICATE HOLDER BEFORE AWARD CAN BE MADE.

- \* COMPREHENSIVE COMMERCIAL GENERAL LIABILITY--MINIMUM \$100,000.00 AGGREGATE, MINIMUM \$1,000,000.00 FOR EACH OCCURRENCE.
- \* AUTOMOBILE LIABILITY--MINIMUM \$1,000,000.00 COMBINED SINGLE LIMIT
- \* WORKER'S COMPENSATION SUFFICIENT UNDER THE LAWS OF THE STATE OF ALABAMA, COVERING ALL PERSONS EMPLOYED BY THE VENDOR ENGAGED IN PERFORMANCE OF THE WORK REQUIRED IN THIS CONTRACT.

PERFORMANCE BOND/GUARANTEE:

VENDOR WILL FURNISH WITHIN TEN STATE WORKING DAYS AFTER NOTIFICATION OF INTENT TO AWARD, A PERFORMANCE SECURITY IN THE AMOUNT SPECIFIED BELOW AS A GUARANTEE TO PROVIDE THE SERVICES SPECIFIED IN THE BID. IT SHALL BE PAYABLE TO THE STATE OF ALABAMA

SPECIFICATIONS

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AND CAN BE A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE UNACCEPTABLE), MONEY ORDER, IRREVOCABLE LETTER OF CREDIT, OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN ALABAMA. REFERENCE THE BID NUMBER ON THE GUARANTEE. THE DIVISION OF PURCHASING WILL BE THE CUSTODIAN OF THE PERFORMANCE GUARANTEE. THE PERFORMANCE GUARANTEE WILL BE RETURNED UPON COMPLETION OF THE CONTRACT.  
 NOTE: A NEW PERFORMANCE GUARANTEE WILL BE REQUIRED WITH EACH CONTRACT EXTENSION.

PERFORMANCE GUARANTEE AMOUNT: 100% OF THE VENDOR'S ANNUAL BID PRICE FOR ALL LINES TO BE AWARDED TO THE VENDOR OR \$10,000.00, WHICHEVER AMOUNT IS LARGER.  
 NOTE: \$10,000.00 IS THE MINIMUM PERFORMANCE GUARANTEE AMOUNT REQUIRED, REGARDLESS OF THE NUMBER OF LINES BEING AWARDED.

- E. MAINTENANCE PROCEDURES:  
 VENDOR MUST FURNISH WITH THE BID A MAINTENANCE SCHEDULE FORM (MACHINE ROOM LOG) OR OTHER SUITABLE WRITTEN PROCEDURE DEPICTING THE METHOD AND SCHEDULE TO BE FOLLOWED IN PERFORMING ELEVATOR MAINTENANCE. ADDITIONAL INFORMATION RELATING TO VENDOR'S MAINTENANCE PROCEDURES OR PLANS MAY BE SUBMITTED WITH THE BID.
- F. CERTIFICATION OF INSPECTION:  
 A CERTIFICATION OF INSPECTION SIGNATURE BLOCK IS PROVIDED ON EACH LINE ITEM OF THIS BID. THE VENDOR AND THE BUILDING MANAGER MUST SIGN AND DATE EACH LINE ITEM BEING BID TO CERTIFY THE VENDOR'S INSPECTION OF THE ELEVATORS AT THAT LOCATION. LINE ITEMS BID WITHOUT THE REQUIRED SIGNATURES WILL BE REJECTED. SITE INSPECTION SITE INSPECTION VISITS MAY BE SCHEDULED THROUGH EACH BUILDING MANAGER.
- G. SERVICE TIME REQUIREMENTS:  
 THE STATE OF ALABAMA HAS DETERMINED A MINIMUM AMOUNT OF TIME NECESSARY FOR QUALITY MAINTENANCE OF ELEVATOR EQUIPMENT. THE MINIMUM NUMBER OF HOURS REQUIRED FOR ALL EQUIPMENT, AT EACH LOCATION IS SHOWN ON EACH LINE ITEM. VENDORS ARE ENCOURAGED TO SUBMIT WITH THEIR BID A PROPOSED STAFFING PLAN INCLUDING NAMES AND TITLES/POSITIONS OF PERSONNEL EXPECTED TO BE ASSIGNED TO THIS CONTRACT.

\*\*\*\*\* NOTE TO VENDORS \*\*\*\*\*

"SPECIFICATIONS FOR VERTICAL TRANSPORTATION EQUIPMENT MAINTENANCE SERVICE" IS A SEPARATE PACKET ENCLOSED WITH THIS BID AND IS HEREBY CONSIDERED TO BE PART OF THIS BID.

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PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:

SHIP TO: 010023 / 010M03

FINANCE/ALA BLDG RENOV FIN AUTHORIT

PUBLIC SAFETY BLDG

11 S. UNION STREET

MONTGOMERY AL 36130

00001	COMMODITY CODE: 910-13-064225	10	MO		
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ELEVATOR MAINTENANCE, IN ACCORDANCE  
WITH THE "STATE OF ALABAMA SPECIFICATION  
FOR VERTICAL TRANSPORTATION EQUIPMENT  
MAINTENANCE SERVICE" (SEE ATTACHMENT)

EQUIPMENT: ELEVATORS 1 & 2  
TRACTION  
ELEVATOR CONTROL CONTROLLERS  
2500 CAPACITY  
150 FT. PER MINUTE

EQUIPMENT: ELEVATOR 3  
TRACTION  
ELEVATOR CONTROL CONTROLLERS  
2500 CAPACITY  
200 FT. PER MINUTE

CONTRACTOR WILL PROVIDE MINIMUM OF  
FOUR (4) HOURS PER WEEK AT THIS BUILDING  
FOR THESE ELEVATORS' MAINTENANCE.

FINANCE ALA. BLDG. RENO. FIN. AUTHORITY

OLD PUBLIC SAFETY BUILDING

425 S. UNION STREET

MONTGOMERY, AL 36130

SERVICE PERIOD: 12/1/09 THRU 09/30/10

CONTACT PERSON:

REX SIMMS (334) 353-8967

. . . . . R E M E M B E R . . . . .  
RETURN ORIGINAL BID AND ONE COMPLETE  
EXACT COPY OF ORIGINAL BID TO PURCHASING  
TO BE CONSIDERED FOR AWARD.

PAGE TOTAL

BID TOTAL